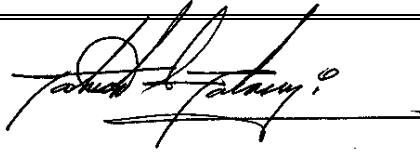


**IDAHO STATE  
DEPARTMENT OF AGRICULTURE**

**APPROVED BY:**



**ORIGINAL EFFECTIVE DATE:**

**November 15, 2000**

**REVISION DATE:**

**June 24, 2004**

**TITLE:     MOVING POLICY**

All moving expense reimbursements shall comply with the terms and conditions of this policy and the State Moving Policy and Procedures, incorporated herein by reference State Moving Policy and Procedures ([www.sco.state.id.us/WEB/sbe/sbeweb.nsf/pages/movpol04.htm](http://www.sco.state.id.us/WEB/sbe/sbeweb.nsf/pages/movpol04.htm)). An employee, who does not follow these policies, shall be liable for all moving expenses.

The director or designated representative has the authority to pay moving expenses on a case-by-case basis up to the limits set forth in the State Moving Policy and Procedures. The director or designated representative may authorize a maximum aggregate moving expense reimbursement up to 10 percent (10%) of the employee's base salary or \$5,000, whichever is less.

All offers of payment of moving expenses require prior written approval of the director or designated representative. All payment of moving expenses shall be coordinated through the department's human resource office. In keeping with this policy, please submit in advance all moving expense requests to the department human resource office.

The director or designated representative shall give written authorization on an Employee Moving Service Agreement, and an employee or prospective employee must sign and return said agreement prior to initiating any moving arrangements or incurring any moving expenses. A copy of this agreement can be found on the last two pages of this policy. The employee shall contact the department's finance office to initiate any moving expense reimbursement arrangements.

Any exemptions to the State Moving Policy require written approval from the State Board of Examiners. It is recommended that you secure any exemptions to the State Moving Policy, which may be necessary for a difficult to fill position, before you begin

interviewing candidates. Any requests for exemptions to the State Moving Policy must be approved by the director or designated representative.

**EMPLOYEE MOVING SERVICE AGREEMENT**  
**State Board of Examiners – SBEX Form# 442-30A**  
**State of Idaho**

"Agency" as used herein is

Name: \_\_\_\_\_  
State of Idaho

Address: \_\_\_\_\_  
\_\_\_\_\_

"New Hire" (herein called "Employee") or  
"Employee" as used herein is

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

"Board" as used herein is the State Board of Examiners, State of Idaho.

"Agency Head" as used herein is the director, chief administrator or president of a State of Idaho agency or institution of higher education.

WHEREAS, the Agency and Employee are mutually desirous that Employee's place of residence be relocated from \_\_\_\_\_ to \_\_\_\_\_; and

WHEREAS, The Employee certifies having read the State Moving Policy and any applicable agency policy (ies) in effect as of the date of this agreement, namely the \_\_\_\_\_, which said agency shall attach hereto with the Employee's signature, and the Employee hereby agrees to abide by the terms of these policies.

NOW THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the Agency and Employee do hereby agree to the following:

1. The Employee agrees to remain in the employing Agency in the position as hired at the date of this agreement for a period of \_\_\_\_\_ year(s) beginning on \_\_\_\_\_ unless waived by petition to the Agency Head and approved by the Board;
2. The Agency agrees to reimburse or pay on behalf of the Employee certain expenses incurred as a result of moving. Reimbursable expenses are limited according to the State Moving Policy in effect on the date of this agreement and incorporated herein by reference. It is agreed that the total reimbursable expenses are limited to no more than \$ \_\_\_\_\_;
3. The Agency and Employee agree that said reimbursement is conditioned upon the Employee remaining in the employ of the Agency as cited in paragraph 1, and that should the Employee

voluntarily resigns this position or is dismissed for intentional misconduct in the Agency during the designated term of employment, the Employee shall repay the Agency according to the following schedule:

- a. Should the reimbursement not exceed \$5,000 total and the Employee voluntarily resigns within one calendar year from the beginning date of employment, the Employee shall be required to pay back all (100%) of the reimbursed expenses; or
  - b. Should the reimbursements exceed \$5,000 and the Employee voluntarily resigns more than one year and less than two years from the beginning date of employment, the Employee shall be required to pay back that portion of the reimbursed expenses that exceeded \$5,000; or
  - c. Should the reimbursements exceed \$10,000 and the Employee voluntarily resign more than two years and less than three years from the beginning date of employment, the Employee shall be required to pay back that portion of the reimbursed expenses that exceeded \$10,000.
4. Any exemptions to this policy require a petition and approval from the Board of Examiners.

*IN WITNESS WHEREOF, the parties hereto have set their hands and seals.*

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Employee signature

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Date

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Agency Head signature

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Date